

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

Schedule revision:
Revises Archives # 97-117

Archives #

07-11

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Department TRANSPORTATION	Division: Transportation Development	Section Research	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☒ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature

Date

Karen Joltenko

9/14/06

Signatories

I certify I have reviewed and concur with the records retention periods established on all 2 pages of this document:

State Archivist's signature <i>Terry Ketelsen</i>	Date 9/27/2006	Transportation Attorney signature <i>Harry Monow</i>	Date 9-18-06
State Auditor's signature <i>[Signature]</i>	Date 9/21/06	Federal Highway Administration (FHWA) signature <i>Craig Larson</i>	Date 9/21/06
Attorney General's signature <i>John W. Suthers by mnm</i>	Date 10/20/06		

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Department Transportation		Division Transportation Development	Research	
Item#	Description	Retention Period	Special Instructions	
1	RESEARCH REPORTS	PERMANENT		
2	RESEARCH PROJECT FILE (Includes data collection & analysis, progress reports, and other back-up documentation)	6 years + current		
3	REFERENCE MATERIAL LOAN SLIP (CDOT 1088)	Until item is returned		
	ALL OTHER RECORDS ARE COVERED BY THE GENERAL RECORDS SCHEDULE AS PUBLISHED BY STATE ARCHIVES		NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT	